

ANETH MOHAN

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Highly motivated and detail-oriented administrative professional with over 5 years of experience providing administrative support and customer service in various industries. Strong organizational skills, time management abilities, and an understanding of business technology management. Committed to delivering outstanding results and providing high quality support to enhance office efficiency.

EXPERIENCE

AUG 2018 – CURRENT

ADMINISTRATIVE ASSISTANT, MAK TAX & ACCOUNTING SERVICES

- Perform clerical functions such as preparing correspondence, receiving visitors, arranging conference calls, and scheduling meetings for the manager or designate
- Working closely with CRA operations
- Coordinated travel arrangements, prepared expense reports, and managed the office calendar
- Maintained an accurate and up-to-date filing system for client and company records.
- Restocked supplies and placed purchase orders to maintain adequate stock levels.

SEPT 2019 – DEC 2019

FRAUD AGENT, ROYAL BANK OF CANADA

- Collaborated with internal teams to improve fraud detection and prevention processes
- Responsive customer service to inbound client calls
- Reviewed and analyzed customer account activity to detect and prevent fraudulent transactions & find patterns of fraud and anomalies
- Identified issues, analyzed information and provided solutions to problems

NOV 2016 – MAY 2018

SALES ASSOCIATE, BEST BUY

- Maintained a clean and organized store environment to enhance the shopping experience for customers.
- Promote products and services ordered by the company when the opportunity arises
- Assisted customers in finding the products they needed and provided product knowledge to help make informed purchasing decisions.
- Identified issues, analyzed information and provided solutions to problems.
- Meet and exceed both qualitative and quantitative sales goals on a consistent basis

EDUCATION

APR 2022

BUSINESS TECHNOLOGY MANAGEMENT, RYERSON UNIVERSITY

JUNE 2022

MORTGAGE LICENSE, REAL ESTATE AND MORTGAGE INSTITUTE OF CANADA

SKILLS

- Administrative support
- Microsoft Office (Word, Excel, PowerPoint)
- Event Coordination
- Strong Organization Skills
- Communication and interpersonal skills
- Time Management
- Data Analysis
- Performance Optimization